

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: JUNE 5, 2015
OPEN UNTIL FILLED**

DEPARTMENT: Clerk of the Superior Court

POSITION: Associate Jury Commissioner

LOCATION: Globe

JOB CODE: 15-046

ANNUAL SALARY: \$35,404.00

PURPOSE OF THE JOB

Independently performs complex work in managing jury system technology and the creation of the master jury lists to assure adequate, qualified jurors for trials in all jurisdictions of the courts in Gila County; includes summoning, screening, qualifying and managing of jurors as requested by all courts.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	% OF TIME SPENT
<ul style="list-style-type: none">• Selects, creates and assigns jury panels for trial and grand jury; pulls lists of prospective jurors for justice courts and provides eligible jurors with juror claim forms; issues juror vouchers; processes completed requests and submits for reimbursement; maintains register of payroll records.	20%
<ul style="list-style-type: none">• Processes jury questionnaires; enters questionnaire information into Jury Management System; notifies jurors by mail regarding temporary or permanent exemption; may follow up with individuals to get further information; generates report on individuals who did not return questionnaires to send further notices.	20%
<ul style="list-style-type: none">• Generates and sends summons to prospective jurors for weekly trials; prepares juror bibliographical forms to be included with summons; prints juror lists; makes arrangements for refreshments to be provided for prospective jurors.	10%
<ul style="list-style-type: none">• Processes and selects prospective jurors for State Grand Jury and maintains daily, monthly and yearly reports regarding jury trials and jury costs; prepares jury book and brochure for jurors; updates jury book as required; maintains jury related information on the Gila County website.	10%
<ul style="list-style-type: none">• May conduct research on Arizona Revised Statutes and Rules of Court to resolve juror related issues.	10%
<ul style="list-style-type: none">• Prepares and bills attorneys for jury fees ordered by judge; prepares civil judgments for jury costs; sends out letters and receipts monies for payment; prepares satisfactions of judgment for jury fees.	10%
<ul style="list-style-type: none">• Coordinates copies of documentation to be sent to relevant parties involved in civil trials; provides certified copies of documentation for recording by the Recorder's Office.	10%
<ul style="list-style-type: none">• Coordinates with vendors regarding merging and updating of master jury list; acts as liaison with court personnel, judges, criminal justice agencies and other organizations; completes mandatory 16 hours of continuing education.	10%
<ul style="list-style-type: none">• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position explains procedures or processes to the public, responds to questions or concerns of the public and speaks with the media.

WRITTEN COMMUNICATION DUTIES

This position creates and edits internal memos, formal letters, emails and reports.

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INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Always (More than 85% in a year).

MINIMUM EDUCATION REQUIRED

High School Diploma or GED with additional specialized or technical training.

MINIMUM YEARS OF EXPERIENCE REQUIRED

Five (5) years jury/legal clerical experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

None.

KNOWLEDGE REQUIRED

English Language & Composition, clerical, customer and personal service, court administration.

SKILLS REQUIRED

Skills in persuading and influencing, active listening, reading, customer service, communicating diplomatically, time management, multi-tasking, typing and data entry.

ABILITIES REQUIRED

Ability to react in a calm and timely manner, solve problems using deductive reasoning, speak clearly and sensibly, recognize problems, solve problems sensibly and swiftly.

PHYSICAL DEMANDS

- Constantly sits to complete report, operate computers and to attend to other duties.
- Constantly requires dexterity for keyboard operation.
- Ability to lift 10 lbs.

WORK ENVIRONMENT

Typically works in an office environment. Routinely spends time in lobby environment. Occasionally spends time in classroom, training room, auditorium, library, courtroom or other public access areas, automobile or county vehicle.

SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to telephone verbal abuse by customers, or citizens and individuals with high level of emotional distress, and possible occasional in-person verbal abuse by upset individuals involved in court and legal proceedings, physical danger, occasionally communicable diseases.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays of services are possible.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.